

# **City of Greenbelt**

## **City Manager's Report**

### **Week Ending May 14, 2021**

1. Attached please find a confidential memo - personnel and legal.
2. May 12-16, 2021 is National Public Works Week! Please say, "Thank you!" when you see our crews around the City. Public Works employees keep Greenbelt clean, safe, and beautiful all year long.
3. Dale Worley and Beverly Palau continue to work toward the telephone alert for distributing vaccination information. A script was being developed to accompany the technical effort. As noted during the Council meeting, Federal authorities were preparing to outreach to local neighborhoods regarding the Greenbelt FEMA vaccination site before it closes later this month.
4. More information on the FEMA Metro Station vaccination site, as well as other sites, is on the City website. This includes information on the County's two-day 48-hour vaccination event at the Sports and Learning Complex today and tomorrow.
5. Met with the City Treasurer and the City's financial advisors, Davenport and Associates. The advisors will attend the May 17th work session to brief Council on recommended financial policy for possible adoption in June. The advisors also have a proposed schedule for consideration of capital projects later this summer as the City prepares a strategy for addressing infrastructure needs, including financing.
6. An offer has been accepted for the Director of Human Resources position. Similar to the Assistant City Manager position, a background check is required for the offer. I hope to have the new hires on board as soon as possible.
7. Approved hire of both a new cadet and a communications specialist. As in the past, the cadet will work in various capacities within the Police Department before attending an academy in the Fall.
8. Visited local fuel stations to inquire about emergency situation status, needs. Charise Liggins is also contacting businesses and monitoring.
9. Met with staff to discuss possible activities to consider use of any future Federal Funds. As staff continues to attend webinars and information sessions, a list is being developed. Staff will be reviewing the possible uses and developing a strategy regarding funds or resources coming directly to the City government, other community partners, and franchises, like Verizon and Comcast.
10. Met with and/or teleconferenced with staff and legal counsel regarding budget, operations, and legal matters.
11. Participated in the Council's Regular Meeting and the budget work session with the recognition groups on grant funding, and attended the Community Relations Advisory Board meeting and the White House State and Local Fiscal Recovery Program Briefing.

**12. City Treasurer/Finance**

- a. Continued work with staff on FY 2022 budget reports. Attended budget session with Council.
- b. Met with several finance directors of local municipalities to discuss their experience with the Munis Financial System--a system the City is considering to replace the existing accounting system.
- c. Continued to join webinars on the federal funding anticipated from the American Rescue Plan.
- d. Processed purchase orders and vendor payments.

**13. Information Technology**

- a. Municipal Building door system testing
- b. ARP Projects list with cost estimates
- c. YC Copier quotes to YC for review
- d. Reviewed resumes for Help Desk position

**14. Economic Development**

- a. 4 gas stations visited to find out the status of supply. As of Friday around 9:30 a.m., Shell (Cherrywood) and Carroll were operating and busy. Exxon and Sunoco were empty; however Gas Buddy shows that all Greenbelt stations currently have some level of gas supply.
- b. 1 business provided assistance identifying alternative COVID-19 funding sources.
- c. 4 banks engaged about Paycheck Protection Program. The program funds have been exhausted and banks are no longer accepting applications.
- d. 3 local businesses engaged to serve as webinar panelists on customer and client engagement strategies tentatively scheduled for June 14 at 3 p.m. Additional details to follow.
- e. International Economic Development Council Webinar – The Collaboration of Economic Development Organizations and Historically Black Colleges and Universities
- f. International Economic Development Council Webinar – Fostering Resiliency: Helping Retail and Hospitality Sector Rebound after COVID.
- g. Business Coffee – June 8, 2021 from 10 am – 11:30 am; Currently 27 RSVP'd.

cc: Department Heads

Julie Magness, Human Resources Specialist

Bonita Anderson, City Clerk